

National Weather Service Student Programs
San Juan, Puerto Rico

January 17, 2009

Tier I -Paid Employment

**STUDENT EDUCATIONAL EMPLOYMENT PROGRAM
(PAID EMPLOYMENT)**

The Student Educational Employment Program provides employment opportunities to students who are **enrolled or accepted for enrollment** as degree-seeking students taking at least a half-time course load in an accredited pre-college, technical, vocational, 2- or 4-year college or university, graduate or professional school. The program comprises two components: the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP).

1. **Student Temporary Employment Program (STEP)**

Job opportunities under this program offer you temporary employment. Employment can range from summer jobs to positions that last as long as you are a student. These employment opportunities need not be related to your academic field of study. For more information on STEP go to:

<http://ohrm.doc.gov/jobs/Student/step.htm>

2. **Student Career Experience Program (SCEP)**

This program offers you valuable work experience directly related to your academic field of study. It provides formal periods of work and study while you are attending school. It requires a commitment by you, your school and the DOC. You may be eligible for permanent employment under this component after successfully completing your education and meeting work requirements. For more information on SCEP go to:

<http://ohrm.doc.gov/jobs/Student/scep.htm>

3. **COMET Program**

Three programs are available under the COMET program. Please check the web page for details at:

<http://www.comet.ucar.edu/outreach/index.htm>

Program Features Under SCEP and STEP Programs:

- Students may be employed year round.
- Flexible schedule of work assignments.
- Open to all students...high school, undergraduate, graduate, and vocational/technical.

Eligibility Requirements are:

- A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.).
- At least the minimum age required by Federal, State or local laws and standards governing the employment of minors.
- Taking at least half-time academic, vocational or technical course load in an accredited pre-college program, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.
- U.S. Citizenship is required.
- At the beginning of each semester/quarter, each student will produce a letter of verification from their educational institution showing proof of enrollment in school for the upcoming semester/quarter.

Salary and Promotions: The pay you receive will depend on the education and work experience you already possess. As you advance in your education, you may be eligible for promotions based on your work performance, grade point average, and credits earned.

These positions are filled on a competitive basis. The existence and/or number of positions vary from year to year (primarily due to budget considerations). The locations of positions also vary, and it is not known from year to year whether a position will exist at NWS San Juan.

Additional Information and Opportunities may be found at:

<http://ohrm.doc.gov/jobs/Student/info.htm>

For Full-Time Employment:

<http://www.usajobs.opm.gov/firsttimers.asp>

Tier II -Student Volunteer

NWS San Juan Student Volunteer Program:

- Designed for students nearing completion of undergraduate studies or a technical school program, or in a graduate level degree program in meteorology, atmospheric science, hydrology, computer science or engineering. Exceptional students in the pre-college levels may apply for this program (parental or guardian approval required for minor youth).
- Limited to two students at one time, students work a minimum of 30-60 hours.
- Student volunteer may extend to a period of 180 days, one year or multi-year.
- Background investigations and fingerprinting will be required.
- It is preferred (although not required) that students also earn academic credit for this program. See your local educational institution for details.
- This is **NOT** an intern position and should be noted as a **Student Volunteer** position when applying for future employment.
- Foreign Nationals are subject to a background investigation.

IMPORTANT: Your school must have a **Student Programs Agreement** with the National Weather Service. Please check with your Department Chairperson or contact the Science and Operations Officer at the NWS for pre-college students. The attached Student Programs Agreement below must be completed and returned to the address below. During the time at NWS San Juan, the student may choose from one of the following as a student volunteer:

LEVEL 1

Most popular option, spend at least 30 hours with NWS personnel related to your field of study. For example, if you are studying to be a meteorologist, you will work with a forecaster. If you are studying electronics, you will work with an electronics technician, if you are in computer science you will work with our Information Technology Officer. The checklist below must be completed. You must complete all hours in less than 60 consecutive days, but the tour may be extended.

LEVEL 2

Work on an applied research or field project that is of mutual benefit to the student's educational goals and the mission of NWS San Juan. The project does not have to be completed during the volunteer period, but a mutually agreed upon deadline will be determined. For example, a student volunteer may work with NWS San Juan personnel on a research project during the summer that subsequently evolves into a senior capstone project that is completed during the following academic year. No less than 30 hours and no more than 60 hours may be spent at the NWS San Juan office. All hours must be completed in less than 60 consecutive days, but the tour may be extended.

LEVEL 3

Spend at least 60 hours with NWS personnel related to your field of study plus complete an assigned project. For example, if you are studying to be a meteorologist, you will work with a forecaster. If you are studying electronics, you will work with an electronics technician. You must complete all hours in less than 60 consecutive days, but the tour may be extended.

Applicant Requirements:

- Students must have completed their first year of university, college or technical school, preferably in a meteorology, atmospheric science, hydrology, physics, mathematics, computer science, engineering, or electronics program.
- Students should have an overall GPA of 2.5 with a GPA of at least 3.0 in their major course of study, though exceptions may be made by the NWS for highly motivated students and upon written or verbal recommendation by a school's staff member.
- Students must submit a project proposal. The proposal must be approved in advance by both the NWS San Juan SOO, and a university faculty member. Proposals should be submitted *at least* 6 weeks before the proposed starting date.
- Students under the age of 18 years must fill out the PARENTAL PREAUTHORIZATION FOR MEDICAL CARE TO CHILDREN attached.

These positions are generally split into three time frames, Fall semester, Spring semester and Summer/Winter breaks. We prefer that all the forms below be completed two months prior to the start of your volunteership.

Interested students should prepare to submit their resume and the following forms:

Optional Application for Federal Employment OF-612 (online)
http://www.opm.gov/forms/pdf_fill/of612.pdf

Declaration of Federal Employment OF-306 (online)
http://www.opm.gov/forms/pdf_fill/of0306.pdf

Questionnaire for Non-Sensitive Positions SF-85 (online)
http://www.opm.gov/forms/pdf_fill/SF85.pdf

Wage Claim Waiver (form below)

Security Worksheet (form below)

Parental Medical Release (under age 18 years, form below)

Student Programs Agreement (check with your department Chair or, for pre-college programs, please contact the SOO to setup an agreement with your school)

**IMPORTANT: Failure to fill out forms completely will lead to delays in processing.
Please call the contact below before filling out any forms.**

Send your resume and all forms to:

Jeffrey Cupo
Science and Operations Officer
National Weather Service
4000 Carr. 190
Carolina, PR 00979
(787) 253-4586 ext. 224
Jeffrey.Cupo@noaa.gov

Tier III – Visiting Job Shadow

The NWS San Juan Job Shadow program consists of three levels:

LEVEL 1

This level is intended for pre-college students interested in meteorology, atmospheric science, hydrology, physics, mathematics, computer science, engineering, or electronics program as a possible career. A tour of the NWS facility will be provided for the student followed by two hours with an NWS San Juan meteorologist observing the forecast process, and discussing NWS career opportunities. You will be assigned to a person related to your field of study.

LEVEL 2

This level is intended for first or second year students enrolled in a university, college or technical program in meteorology, atmospheric science, hydrology, physics, mathematics, computer science, engineering, or electronics, or for anyone in any other math, science or technical program who is considering meteorology, atmospheric science, hydrology, computer science, engineering, electronics, or computers for future study. A tour of the NWS facility will be provided for the student followed by 4 hours at NWS San Juan, observing the full range of NWS operations. The student will also meet with members of the NWS San Juan management team to further discuss future career study options.

LEVEL 3

This level is intended for students in their third or later years (including graduate school students) enrolled in a university meteorology, atmospheric science, hydrology, physics, mathematics, computer science, engineering, or electronics program. The program is similar to Level 2, however it is expanded to three 6-hour days at the NWS office. The expanded time is intended to give the student a more comprehensive understanding of what it is like to work at an NWS field office. Prior participation in a Level 1 or 2 job shadow is permitted but not required.

Due to the limited hours worked, post high school academic credit is not recommended. Pre-college programs may want to consider academic credit as part of a larger program of study.

Pre-college students wishing to participate in this program will need a letter from your school principal, department head or counselor authorizing a student's participation in this program. **The request must be sent on school letterhead.**

Foreign Nationals are subject to a background investigation.

Interested students, teachers and counselors should contact:

Jeffrey Cupo
Science and Operations Officer
National Weather Service
4000 Carr. 190
Carolina, PR 00979
(787) 253-4586 ext. 224
Jeffrey.Cupo@noaa.gov

WAGE CLAIM WAIVER
Against
Federal Agencies

Under the
Student Volunteer Service Program

I hereby acknowledge that no Agency of the University, States, or Government is responsible for the payment of any wages to me because of any work performed for the National Weather Service, U. S. Department of Commerce as part of the Student Volunteer Service Program. I agree that I will not make a claim against the United States Government of the National Weather Service for wages for my services.

Signature of Enrollee	Date

Street Address

City	State	Zip Code

Witness	Date

Witness	Date

IMPORTANT:

All fields must be completed or we will be unable to process this form and/or delays may be expected in processing. You must have two witnesses sign and date this form.

Parent or guardian must sign for a minor youth.

SECURITY WORKSHEET FOR NON-EMPLOYEES

Date: _____

HR/COR/Sponsor: _____

Phone Number: _____

Email: _____

- ☐ Employee
- ☐ Contractor
- ☐ Volunteer/Student
- ☐ Associate/Guest
- ☐ Foreign National

SUBJECT: Security Coversheet / Request for Investigation Worksheet

Name	
Other Names Used	
SSN	
Sex: Male/Female	
E-Mail Address	
Country of Citizenship	Dual Citizenship:
Visa Number	
Alien Registration Number	
Date of Birth	
Place of Birth	
Position Title	
Position Sensitivity	
Nature of Action, if employee	
Bureau / Line Office	DOC/NOAA/NWS San Juan
Organization Code	
Duty Station	Weather Forecast Office San Juan, Puerto Rico
Contract Company	
Contract Number	
Start Date (EOD)	
End Date	
Accounting Code	
Previous DOC Assignment	
Previous Federal/ DOC Work Dates	
Badge Required	

* If a person is with DOC for:

<30 days, Fingerprint Check is required. A non-HSPD-12 ID will be issued with applicable expiration date

>30 days and <180 days, Fingerprint Check and an OIF-86C (ACDH) is required. A non-HSPD-12 ID will be issued with applicable expiration date.

>180 days require the appropriate background investigation. An approved HSPD-12 ID will be issued.

PARENTAL PRE-AUTHORIZATION FOR MEDICAL CARE TO CHILDREN

It is understood that the risk of injury is inherent in any work environment despite the existence of adequate safety procedures and equipment. This documents your pre-approval/disapproval to provide emergency medical treatment to your child (under the age of 18) should it become necessary while he/she is in duty status as an employee of the Department of Commerce or while participating as a student volunteer. (Please check the appropriate space below).

☐ I request and authorize emergency medical care to be provided to my child as deemed appropriate by emergency medical personnel, a physician, or the medical facility providing treatment. I understand that reasonable efforts will be made to contact me at the time of the accident or illness. However, treatment should not be postponed due to my unavailability. (This pre-authorization will remain in effect until your child reaches the age of 18, employment or volunteer service with the Department of Commerce is terminated, or you rescind it in writing.)

☐ **I DO NOT** authorize emergency medical care to be provided to my child without first contacting me at the time of the accident or illness. I understand that by not pre-authorizing medical care there may be a delay in the treatment of my child, with consequences that cannot be foreseen.

Required Information: (Please type or print)

Name of Child			
Date of Birth			
Name of Parent or Guardian			
Address			
Home Phone		Work Phone	
Cell Phone (if applicable)			
E-mail address (if applicable)			
My child is allergic to			
Other medical conditions			
My child is taking the following medication(s)			
Signature of Parent or Guardian			
Relationship to child			
Date			

FOR AGENCY USE

Organizational location of employee _____
Name of supervisor _____
Telephone number of supervisor _____

**Student Programs Agreement
National Weather Service**

Definitions

School: A national or state accredited high school, technical, vocational, 2- or 4-year college or university, graduate or professional school.

Student: One who is **enrolled or accepted for enrollment** as a degree seeking student taking at least a half-time academic, technical, or vocational course in a School.

Student Program: Student-oriented National Weather Service (NWS) programs per Attachments.

Terms of Agreement

This agreement establishes a basis of mutual understanding for conducting a Student Program between the National Weather Service and the undersigned School for the purpose of enhancing the educational experience of the Student and School plus advancing the mission and goals of the National Weather Service.

All students will be appropriately dressed for a professional environment. Also, picture identification is required for security purposes. The NWS will require the student to fill out all applicable paperwork per the attachments. Except for Tier 1 Employment, no wages or compensation of any kind may be claimed by a student or the undersigned School.

The undersigned School and the National Weather Service San Juan will consider amendments proposed by either party to the terms of this agreement and by mutual consent, will amend this agreement in writing. This agreement may be modified or superseded at any time due to changes in Federal laws, regulations or orders. The National Weather Service will advise the undersigned School of such changes and, if substantive, the agreement will be modified by mutual consent.

This agreement becomes void after any twelve month period during which no students have participated.

This agreement becomes effective upon signature by all parties and shall continue unless terminated by mutual consent or by either party upon 30 days notice.

School Name

Department Chair Printed Name

Department Chair Signature

Date

National Weather Service Signatures

Israel Matos, Meteorologist-in-Charge
NWS Weather Forecast Office, San Juan, Puerto Rico

Date

Jeffrey Cupo, Science and Operations Officer
NWS Weather Forecast Office, San Juan, Puerto Rico

Date

For NWS Use Only

Tier II -Level 1 Checklist

- ____ All paperwork completed and processed for position
- ____ Mutually agreed upon schedule completed (no longer than 6-hour days allowed)
- ____ Begin student volunteering

Day One (must start at 9 am on a weekday)

- ____ Meet with Meteorologist-in-Charge (MIC)
- ____ Office Tour and Introductions to all staff members
- ____ Introduction to the National Weather Service Training (SOO)
- ____ Introduction to AWIPS (SOO, mets only)
- ____ Job Shadow Science and Operations Officer (SOO)
- ____ Job Shadow Warning Coordination Meteorologist (WCM – mets only)

Day Two

- ____ Job Shadow Short Term Desk
- ____ Job Shadow Electronics Technician (tour of facilities)

Day Three

- ____ Job Shadow Long Term Desk
- ____ Job Shadow IT (tour of computer facilities)

Day Four

- ____ Meet with Observation Program Manager
- ____ Job Shadow Hydrometeorological Position

Day Five

- ____ Job Shadow Service Hydrologist (met and hydro students only)
- ____ Meet with MIC before leaving (30-hour students only)

- ____ Checklist Complete? (30-hour students only)

For NWS Use Only

Tier II -Level 2 Checklist

- ____ All paperwork completed and processed for position
 - ____ Start date sent to student from NWS
 - ____ Meet with NWS SOO or MIC to discuss potential research projects
 - ____ Mutually agreed upon project and project completion date
 - ____ Make sure appropriate data sets are available for project
 - ____ Begin project at NWS
 - ____ Continue project at school if needed
 - ____ 3-5 page project report sent to NWS for approval by agreed upon completion date
- The report should be one to two pages in length, double spaced, 12-point font report with margins less than or equal to ½ inch.

NOTE: If no project report is received at the NWS by the completion date, the student volunteer position will be terminated.

- ____ End of project

Tier II -Level 3 Checklist

Complete Tier II – Level 1 Checklist, plus the following:

Day Six

- ____ Assignment of project by SOO, MIC, or WCM
- ____ Begin Project

Days Seven, Eight, Nine

- ____ Work on project, talk with SOO, MIC or WCM as needed
- ____ Draft 3-page report

Day Ten

- ____ Present findings to SOO, MIC, or WCM
- ____ Submit 3-page report to SOO, MIC or WCM before leaving
- ____ Meet with MIC or SOO before leaving (60-hour students only)

- ____ Checklist Complete?

Tier III – All Levels Checklist

____ Tour of NWS Facility

____ Assignment to appropriate personnel (Forecaster, ET, IT, SH)

____ Meet with MIC, SOO, or WCM before leaving